



1.42
N755
SEP 14 1939

NCR-356

Issued August 30, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
North Central Division

INSTRUCTIONS RELATING TO THE REPORT OF INSPECTION AND
PREPARATION OF SUMMARY OF PERFORMANCE ON RANGE LAND, FORM NCR-357

Contents.

| | Page |
|---|------|
| Part I. General..... | 1 |
| Part II. Preparation of NCR-357 in county office..... | 2 |
| Part III. Instructions for county range inspectors..... | 2 |
| Part IV. Certifications and review..... | 6 |
| Part V. Spot Check of the Work of Range Inspectors..... | 7 |

PART I. GENERAL

The Report of Inspection and Summary of Performance on Range Land, NCR-357, will be used to determine and summarize the extent of performance on ranching units under the 1939 Range Conservation Program. The State committee will arrange for the necessary county schools of instruction, prepare instructions for the determination of acreages, and furnish adequate supervision and assistance to county committees for the determination of performance on range land.

The county committee of the county in which ranching units participating in the 1939 Range Conservation Program are located, or regarded as located, will be responsible for the determination of performance on such ranching units. The member of the county committee in charge of the range program will supervise the determination of performance on range land in the county. The determination of performance will be made as soon as possible after the county schools of instruction are held and the necessary forms are received in the county office.

Aerial enlargements where available will be taken to the field by range inspectors. Ranch boundaries, areas on which range-building practices are performed, locations of wells, dams, etc., should be entered on the enlargements where practical, and the procedure outlined in Part VI of NCR-315 will be followed where applicable. Where acreages are already determined for areas on which practices have been carried out and such acreages were used in connection with the preparation of NCR-353, such acreages will be used in determining performance in 1939. All other acreages should be determined by planimetry.

Inspection of ranching units for the purpose of determining performance will be made on all ranches for which a properly executed NCR-353 was filed in the county office on or before May 15, 1939. Data will be entered on NCR-357 only for those practices which appear on NCR-353 and whose location conforms to that specified on NCR-353. The member of the county committee in charge of the range program will assign to each range inspector the ranching units to be inspected by such range inspector. Each range inspector will be supplied with forms NCR-357, NCR-353, and such other forms and equipment which are necessary for the determination of performance. Section I of forms NCR-357 will be completed in the county office before such forms are assigned to range inspectors.

Range inspectors will visit the ranching units assigned to them, check the data appearing in Section I of NCR-357, and make such corrections as are necessary, check the range-building practices carried out, and record data for such practices in Section II of NCR-357 in accordance with these instructions. The range inspector will review the data which he enters on NCR-357 with the ranch operator and obtain the ranch operator's signature. Upon certification, the range inspector will forward NCR-357 to the county office. NCR-357 will be completed in the county office and reviewed by the county committee. The member of the county committee in charge of the range program will sign NCR-357 on behalf of the committee.

PART II. PREPARATION OF NCR-357 IN COUNTY OFFICE

Clerical assistants will transfer to forms NCR-357 data pertaining to ranching units from the 1939 Statement of Intentions and Designation of Range-Building Practices, NCR-353; the Range Listing Sheet, NCR-255; and other available sources of information in the county office. A form NCR-357 must be executed for every applicant whose name appears on the Range Listing Sheet, NCR-255, regardless of whether or not the applicant has earned payment under the 1939 range program.

Enter the State and county code, range inspector district number, the ranch serial number, and the aerial photo number or numbers in the spaces provided in the upper right-hand corner.

Section 1. Identification of Ranching Unit:

Line 1 - Enter the name and address of the operator of the ranching unit. Such entry will be obtained from columns (2) and (3) of form NCR-255.

Line 2 - Enter the number of acres in the ranching unit, the number of acres of range land, and the normal grazing capacity of the ranching unit. The respective entries will be obtained from columns (5), (6), and (16), of form NCR-255.

Line 3 - Enter the location of the ranch headquarters, including the name of the minor civil division and the distance and direction from the nearest town.

PART III. INSTRUCTIONS FOR COUNTY RANGE INSPECTORS.

Section II - Report of Performance.

The range inspector will make the necessary entries in Section II of NCR-357 in accordance with the instructions contained in this NCR-356.

Entries will be made in this section only for such practices as appear on NCR-353 and for which the location conforms to that specified on the NCR-353.

No entries will be made in this section for any practice which has not been carried out in accordance with the specifications for such practice as outlined in NCR-352.

If it is determined that no payment has been earned for the ranching unit under the 1939 range program a statement to that effect will be entered in Section IV and the NCR-357 will be dated and signed by the range inspector.

CONDITION OF RANGE LAND AT END OF GRAZING SEASON - The range inspector will compare the area grazed in 1939 with adjacent or nearby nongrazed areas to determine whether or not the range land was pastured to such an extent that the stand of grass has been decreased or the forage, tree growth, or watershed, injured by overgrazing in 1939. The appropriate entry will be made in the space provided in Section II.

RESEEDING OF RANGE LAND

Practice No. 1 - Reseeding by Deferred Grazing.- Enter in Item 1 the number of acres nongrazed during the period May 15, 1939, to September 30, 1939. Sufficient measurements will be made to determine the total acreage nongrazed.

Enter "yes" or "no" in Item 2 to indicate whether the entry of livestock was prevented on the acreage nongrazed, as shown in Item 1. On ranges on which cattle or horses are grazed, the area to be kept free of grazing should be fenced and such fence maintained sufficiently to prevent the entry of livestock. On ranges used exclusively for the grazing of sheep, the area to be kept free of grazing should **have** been fenced and the fence maintained sufficiently to prevent the entry of livestock or the entry of livestock on such nongrazed acreage should have been prevented by herding.

Enter "yes" or "no" in Item 3 to indicate whether the practice was carried out on land normally used for grazing during the period May 15 to September 30, inclusive.

Enter "yes" or "no" in Item 4 to indicate whether all additional conditions and specifications established for this practice by the county committee with the approval of the State committee were complied with. If the answer to this question is "no" the range inspector will enter in Section IV a statement setting forth the conditions and specifications which the operator failed to meet together with the reasons for such failure.

Practice No. 2 - Artificial Reseeding: - Enter "yes" or "no" in Item 1 to indicate whether the area reseeded was depleted range land.

Enter in Item 2 the total number of acres reseeded. Sufficient measurements will be made to determine the total acreage reseeded.

Enter in Item 3 the total number of pounds of seed sown.

Enter in Item 4 the names of the kinds of seed sown.

EROSION AND RUNOFF CONTROL

Practice No. 3 - Contour listing, furrowing, or subsoiling: - Enter in Item 1 the total acreage which has been contour furrowed. Sufficient measurements will be made to determine the acreage contour furrowed.

Practice No. 4 - Spreader dams and terraces: - Enter in Item 1 the number of structures developed.

Enter "yes" or "no" in Item 2 to indicate whether the spreader dams and terraces were constructed for the purpose of diverting surface water in order to prevent soil washing of range land. Spreader dams and terraces must be constructed according to the specifications of the State committee.

Enter in Item 3 the number of cubic yards of material moved in building the dams.

Enter in Item 4 the number of linear feet of terrace constructed.

Sufficient measurements will be made to determine the number of cubic yards of material moved in building the dams and the number of linear feet of terrace constructed.

DEVELOPMENT OF STOCK WATER ON RANGE LAND

Practice No. 5 - Earthen tanks or reservoirs: - Each tank or reservoir will be assigned a number and the appropriate entries will be made under the number assigned.

Inspect the spillways and ascertain whether such spillways are adequate to prevent washing out under normal precipitation. The appropriate entry should be made in Item 1.

Enter "yes" or "no" in Item 2, to indicate whether the tanks or reservoirs were constructed to provide water for range livestock.

The necessary measurements will be made to determine the total number of cubic yards of material moved for each tank or reservoir. Enter the number of cubic yards in Item 3.

Practice No. 6 - Wells: - Each well will be assigned a number and the appropriate entries will be made under the number assigned.

Enter "yes" or "no" in Item 1 to indicate whether the well was developed at a place other than ranch headquarters.

Enter "yes" or "no" in Item 2 to indicate whether a wind mill or power pump was installed and the water conveyed to a tank or storage reservoir.

Enter in Item 3 the depth of the well in linear feet.

Enter in Item 4 the diameter of the casing in inches.

The range inspector will determine the depth of the well and the diameter of the casing in accordance with the methods established by the State committee.

Enter "yes" or "no" in Item 5, if the well was an artesian well, to indicate whether or not adequate stock water was made available during the grazing season and conveyed to a tank or trough. If the well is not an artesian well, enter "XX" in Item 5.

Practice No. 7 - Development of natural watering places: - Enter in Item 1 the number of structures developed.

Enter "yes" or "no" in Item 2 to indicate whether the spring or seep was developed for the purpose of providing water for range livestock.

Enter "yes" or "no" in Item 3 to indicate whether the source of the spring or seep was protected from trampling.

Enter in Item 4 the number of cubic feet of available water storage.

Enter in Item 5 the number of cubic feet of soil or gravel excavated.

Enter in Item 6 the number of cubic feet of rock excavated.

Sufficient measurements will be made to determine the number of cubic feet of water storage and excavation.

PLANTING AND MAINTAINING A STAND OF TREES

Practice No. 8 - Tree Planting in 1939 prior to November 1, 1939: - Enter "yes" or "no" in Item 1 to indicate whether the number, kind, and age of trees planted and the methods of planting and growing such trees were approved.

The range inspector will ascertain whether acreage planted to trees is fenced and whether such fence has been maintained sufficiently to prevent the entry of livestock. Enter "yes" or "no" in Item 2.

Sufficient measurements will be made to determine the number of acres planted to trees. Enter the determined acreage in Item 3.

Practice No. 9 - Cultivating and maintaining a stand of trees: - Ascertain from the operator the date the windbreak and shelterbelt trees were planted and enter such date in Item 1.

Determine the number of living trees per acre which were maintained and enter such number of trees in Item 2.

Determine by sufficient measurements the total number of acres on which windbreak or shelterbelt trees were cultivated and maintained and enter such acreage in Item 3.

Section III. Other Ranches and Farms.

Section III. Other Ranches and Farms.

Enter in column (a) the number of other ranches located in this county (excluding the ranch being inspected) with respect to which each person has an interest and the number of farms located in this county with respect to which each person is entitled to receive all or a share of the crops, contributes to the soil-building practices or has an interest in the restoration land.

Enter in column (b) the ranch number and farm number or the name of the operator of each of the ranches and farms indicated in column (a).

Enter in column (c) the number of other ranches and farms located in this State (excluding the ranches and farms in this county) with respect to which each person has an interest or is entitled to receive all or a share of the crops, contributes to the soil-building practices or has an interest in the restoration land.

Enter in column (d) the number of ranches and farms located outside of this State with respect to which each person has an interest or is entitled to receive all or a share of the crops, contributes to the soil-building practices or has an interest in the restoration land.

In order to distinguish the number of ranches from the number of farms that have been entered in columns (a), (c), and (d), enter the letter "R" after each entry for the number of ranches entered in columns (a), (c), and (d).

Section IV - Remarks.

The range inspector may use this section to enter any remarks he wishes to make regarding the check of performance for the ranching unit.

If any additional conditions or specifications are indicated on NCR-353 as being established by the county committee for the ranch, the range inspector will enter a statement setting forth whether or not such conditions and specifications have been met.

PART IV - CERTIFICATIONS AND REVIEW

Section V - Certifications.

After the range inspector has completed the entry of the data pertaining to the ranching unit, he should review such entries with the operator. Sufficient time should be spent with the operator in order that he may clearly understand the entries which have been made on NCR-357 and in order that any incorrect entries may be corrected while the range inspector is at the ranch. The range inspector will sign and date Certification 2, Sec. V and have the operator sign and date Certification 1, Sec. V. However, if it is impracticable or impossible to obtain the signature of the operator at this time, a statement should be made in the margin below Sec. V of NCR-357, by the range inspector setting forth the reasons why it is impracticable or impossible to obtain such signature.

In cases where more than one person is eligible to make application for payment under the 1939 Range Conservation Program, the signatures of all such persons will be obtained. The signature and date of signature of each person should be entered in the margin below Section V. The percentage of the total payment to which each of such persons is entitled will be entered next to the signature.

After the county range inspector has entered his signature and the signature of the ranch operator has been obtained, or a reason for the failure to obtain the signature of the operator has been entered in the margin below Sec. V, NCR-357 should be returned to the county office. The member of the county committee working with the range program will review all entries made on NCR-357 to determine the correctness of such entries and to ascertain whether prior approval of the county committee was obtained for each practice listed on NCR-357.

Each practice listed in Section II of NCR-357 should be checked with the provisions of NCR-351 to determine whether such practice has been carried out in accordance with the provisions set forth therein. Also if any additional conditions or specifications were established for the ranch, it should be determined if such conditions and specifications have been met. After the member of the county committee working with the range program has determined the correctness of the entries for each practice, as well as the accuracy of the information contained in NCR-357, he should sign and date Certification 3, Sec. V.

PART V - SPOT CHECK OF THE WORK OF RANGE INSPECTORS

A spot check of the work of range inspectors will be made by reviewers selected by, and responsible to, the State committee. Persons selected for this work should be thoroughly familiar with the provisions of the 1939 Range Conservation Program and should be qualified to make the proper determinations in connection with performance on ranching units.

The work of the range inspectors will be reviewed as follows:

- (1) From the ranching units inspected by each range inspector, two Ranching units will be selected by the reviewer for a spot check.
- (2) All determinations made by the range inspector on the two ranching units with respect to range-building practices will be reviewed.

The two ranching units selected by the reviewer shall be representative of ranching units in the community in which the range inspector is working. Where it appears to be justifiable, the county committee may request the reviewer to reinspect any other ranching units in the county. Ranching units which are reviewed at the request of the county committee shall be in addition to those which the reviewer selects for the spot check. In some cases it may be advisable for a county or community committeeman to assist him in his work.

In reinspecting a ranching unit the reviewer will use the Report of Inspection and Summary of Performance on Range Lands, NCR-357, and other forms relating to performance. All forms taken from the county office by the reviewer will be charged to him until they are returned.

Preparation of Reviewer's Check Sheet in County Office

Forms NCR-357 will serve as the Reviewer's Check Sheet by preparing such form for each ranching unit to be reinspected in the manner set forth below. In order to distinguish the forms of NCR-357 which are to be used as Reviewer's Check Sheets from the regular Forms NCR-357 which have been executed in conjunction with the Range Program, clerical assistants will make the following entries thereon:

- (1) Enter the words "Reviewer's Check Sheet" across the top of the form.
- (2) Enter the name of the range inspector immediately above Section I.
- (3) Enter the following in the space immediately below the heading on the form: "(a) No. questions reanswered____; measurements re-made____. (b) No. of incorrect answers____; incorrect measurements____. (c) Percent of incorrect answers____; Error in measurements____."
- (4) Transfer the data appearing in the upper right-hand corner and in Section I of the regular NCR-357 to the correlative spaces in the Reviewer's Check Sheet.
- (5) Transfer the data appearing in Section II of the regular NCR-357 to Section II of the Reviewer's Check Sheet. Such entries should be made in red and crowded to the left of the blank spaces in such a manner as to allow sufficient room for the reviewer to make his entries in the same spaces.
- (6) The data appearing in Section III of the regular NCR-357 will not be transferred to the Reviewer's Check Sheet.
- (7) The data appearing in Section IV will be transferred to the Reviewer's Check Sheet.
- (8) Section V will be deleted.
- (9) Enter the following in the margin below Section V.
"Date _____ Reviewer _____."

Reinspection of Ranching Units by Reviewers

The reviewer will reinspect the condition of the range land at the end of the grazing season and all of the range-building practices carried out on the selected ranching units and enter his determinations

in the appropriate spaces in Section II of the Reviewer's Check Sheet in black pencil. He will use the methods established by the State committee for range inspectors in determining acreages and other measurements. The reviewer will not make any changes in the entries which the range inspector had made on the regular NCR-357 but will note incorrect entries on the Reviewer's Check Sheet.

After all range-building practices have been reinspected and the reviewer has made the required entries in Section II of the Check Sheet, he will make entries in the blank spaces appearing under the heading which related to "No. of questions reanswered", etc., in the following manner.

- (a) Enter the total number of questions reanswered and the total number of measurements remade. These entries will be obtained by taking actual count of the number of questions and measurements entered in Section II by the reviewer. The different practices will be disregarded and the count will be made upon the basis of the number of questions and measurements.
- (b) Enter the number of incorrect answers and measurements. The entry for the number of incorrect answers will be obtained by adding the number of questions which the range inspector has incorrectly answered. The entry for incorrect measurements will be obtained by adding the number of the range inspector's measurements which exceed or are less than the reviewer's measurements.
- (c) Enter the percent of incorrect answers and the percent of incorrect measurements. The percent of incorrect answers will be obtained by dividing the number of incorrect answers by the total number of questions reanswered. The percent of error in measurements will be obtained in the following manner: (1) Add the number of units in all of the reviewer's measurements, disregarding the fact that such units may be in terms of acres, cubic yards, cubic feet, or linear feet. (2) Obtain the difference between the range inspector's measurements and the reviewer's measurements for all practices by subtracting the smaller of such measurements from the larger. The fact that the reviewer's measurements will be less or greater than the range inspector's measurements will be disregarded. (3) Add the difference between the inspector's measurements and the reviewer's measurements for all practices, disregarding the fact that the reviewer's measurements may exceed or be less than the inspector's measurements. (4) Divide the difference between the range inspector's measurements and the reviewer's measurements by the total number of units in the reviewer's measurements. This quotient will be the percentage or error in the range inspector's measurements.

After all entries have been made on the Check Sheet for the ranching units reinspected, the form should be signed by the reviewer, and the date

of reinspection entered in the margin below Section V. The original of the Check Sheet shall then be returned to the county office and the copy retained by the reviewer for reference in the preparation of the County Range Spot Check Summary.

If the entry under the heading of the Check Sheet relating to the percent of the practices incorrectly described and measured indicates that the descriptions and measurements made by the range inspector are not more than two percent in error, the range inspector's work may, on the basis of the spot check, be considered satisfactory. However, if the spot check shows that the work of the range inspector is not up to this standard, the reviewer will submit a report with his recommendations to the county committee.

Review of Spot Check by County Committee

After reviewing the recommendations of the reviewer and the data on the Check Sheet, the county committee may determine that further review of the work of such range inspector is advisable, and the reviewer may be requested to reinspect additional ranching units. In other cases, the county committee may consider it advisable to arrange for additional instruction for a range inspector. If, however, a range inspector's work is found to be below the established standard because of negligence or carelessness, and if additional instruction seems inadvisable, such range inspector shall be replaced and all ranching units previously visited by him re-inspected.

After completed Check Sheets have been returned to the county office by the reviewer, the corrections appearing thereon will be transferred to the appropriate range report. This work will be done in the county office and will be verified and initialed by the county committeeman in charge of the range program.

Preparation of the County Range Spot Check Summary

A county range spot check summary form will be mimeographed in the State office and will contain at least the following:

Upper right-hand corner - "State and County Code _____
Name of State and County _____"

Heading - "1939 County Range Spot Check Summary"

A table containing seven columns with the following headings:

- Column (1) - Name of Range Inspector
- Column (2) - No. of Questions Reanswered
- Column (3) - No. of Questions Incorrectly Answered
- Column (4) - Percent of Incorrect Answers
- Column (5) - No. Measurements Remade
- Column (6) - No. of Incorrect Measurements
- Column (7) - Percent of Error in Measurements.

The table should contain as many horizontal lines as can be comfortably spaced thereon. The bottom line will be used as a "total" line. Provision should be made at the bottom of the form for spaces in which the reviewer will enter his signature and the total number of days he has worked.

Instructions for the Reviewer in Executing the County Range
Spot Check Summary

After the reviewer has completed the check sheets for individual range inspectors, the data appearing on such check sheets will be summarized on the County Range Spot Check Summary. Only one line in the table appearing on the form will be used for each range inspector. This will necessitate the combining of the data appearing on all check sheets for each range inspector.

The data required on the summary may be entered by the reviewer or by clerical assistants working under his direction in the county office.

After all entries have been made on the county spot check summary, all columns in the table shall be totaled. The total of column (1) will be the number of names entered in the column. The entry for the "total" of column (4) will be computed by dividing the total of column (3) by the total of column (2). The entry for the "total" of column (7) will be computed by adding the percentage entries and dividing by the number of such entries.

After the summary has been completed and checked, the reviewer will sign his name on the line under the table and enter the number of days he worked in making the spot check of the work of range inspectors.

After the county range spot check summary has been prepared and signed by the reviewer, an original and two carbon copies shall be typed in the county office. One copy shall be filed in the county office, and the original and one copy shall be signed by the reviewer and forwarded to the State office.

The State office will prepare in duplicate a State summary of range spot check work on the basis of the data listed on the summaries submitted by the various counties in the State. The originals of the county summaries and State summary will then be forwarded to the North Central Division in Washington.

